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Categories: Orientation = O General Skills = GS
Special Skills = SS Brokering Management = B
Substantive = M
Substantive = Su

COURSE TITLE	UNIT	COURSE NUMBER	Directorate	Ad
Acquisition Management for CIA Tech Pers	MAT	1012236	C	SS
Administrative Directorate Trends & Highlights	IT	1005220	A	O
Administrative Procedures	MAT	1005219	C	SS
** Administrative Techniques	MAT	1015457	C	GS
ADP Seminar	ISC	1015458	C	GS
INTERMEDIATE Advanced AIM	ISC	1015459	C	GS
Advanced Intelligence Seminar NO!	IT	1005218	C	B
Advanced Management Seminar	MAT	1015460		
Agency Orientation & Office Procedures	MAT	1015460	C	O
AIM Administrators Course	ISC	1015462	C	SS
AIM and Host Based Word Processing Systems	ISC	1014220	C	GS
Analysis Support Course	IT	1013666	I	SS
Analysis Training Course for DDI CT'S	IT	1012124	I	SS
Artificial Intelligence Seminar	ISC	1015463	C	B
Automated Information Management, Intro to	ISC	1012219	C	GS
Briefing Techniques Course	MAT	1012042	C	GS
CAMS2 Language & Functions	ISC	1015464	EC	SS
Career Trainee Development Course	IT	1012156	C	O
** Career TRANSITIONS Development	MAT	1015465	C	SS
*China Familiarization - regional program	IT	1005210	C	Su
CIA Financial Systems	MAT	1005209	C	SS
? CIA Today & Tomorrow	IT	1005207	C	O

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* Communism in a Contemporary World - Regional program IT 1012237 C | Su

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Correspondence Workshop	MAT	1015466	C	
Counseling Course <i>Supervisory</i>	MAT	1008671	C	25X1
Counseling Workshop	MAT	1012297	C	

* Defense Economics Course , <i>yes</i>	ISC	1012288	IC	S
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Defense Industries Course	IT	1005204	I	
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DESIST Data Base Administrators Course	ISC	1015467		
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DESIST for Users	ISC	1015468	IC	
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DESIST Instructor Training	ISC	1015469		
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DESIST Packages	ISC	1015470	IC	S
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Do Economic Collection	IT	1010806	O	
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Domestic TDY Travel Workshop	MAT	1008739	C	
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Econometrics	ISC	1012291	I	S
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* Economics for Supervisors <i>See part of rgt Training for DEF</i>	IT	1012350	I	
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Effective Employee Development	MAT	1005202	C	G
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Effective Oral Presentation	MAT	1015445	C	6
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* Elint Orientation <i>NO S+T package now</i>	IT	1013479	I	S
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* Essentials of Writing	MAT	1014102	C	G
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EXEC Language	ISC	1012238	C	
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Executive Development: Electives	EDS	each elective		
		will be coded		
		individually		

Executive Development Core Course	EDS	1014717	C	
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Field Administration	MAT	1005198	A	
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*Freedom of Information/Privacy Act Seminar	MAT	1012060	C	SS
Fundamentals of PL/I	ISC	1012242	C	GS
Fundamentals of VM	ISC	1012220	C	GS
Fundamentals of VM (self-study)	ISC	1013345		
Fundamentals of Word Processing	ISC	1012035	C	GS
General Accounting Systems Workshop	MAT	1015363	A	SS
** Geography Workshops	MAT	1015471	C	Subs
Getting Your Ideas Across	MAT	1015446	C	GS
GIM II User Language	ISC	1012239	C	GS

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Gregg Shorthand Refresher	MAT	1015443	C	GS
*Guidelines on Intel Activities Under E.O. 12333	IT	1012036	O	SS
Host Based Word Processing	ISC	1014888	C	GS
Industry Familiarization Course	IT	1012240	I	Su
*Instructor Systems Design Workshop	MAT	1012353	C	GS
*Instructor Training (part II)	MAT	1012361	C	GS
Intelligence Analysis Course	IT	1014617	I	SS
*Intelligence Issues ? what happened to it	MAT	1015472	C	B
Intelligence Process Seminar - part of SRT now	IT	1013382	SRT	SS
Intelligence Successes & Failures	IT	1014936	I	SS
Intermediate VM	ISC	1012233	C	
*International Economics Course - part of Legal System	IT	1010807	I	Su
*International Narcotics & Intelligence Issues	IT	1012482	I	Su
Introduction to ADP	ISC	1013390	C	B
*Introduction to CAMS2 (P/S) (Transition)	ISC	1014743		
*Introduction to CIA NO	IT	1005186	C	O

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Introduction to Micrographics	ISC	1012037	C	GS
Introduction to SAS	ISC	1014025	C	GS
✓ Leadership Seminar (Levinson)	EDS	1013465	C	M
Leadership Styles & Behavior	MAT	1005184	C	M
Logistics Information Management System 1	ISC	1015473	A	SS
Logistics Information Management System 2	ISC	1015474	A	SS
Management Development Course	MAT	1014103	C	M
Management Skills for Secretaries & Admin Assts	MAT	1015475	C	M
Managing Office Automation	ISC	1015423	C	MG
Midcareer Course	IT	1005180	25X1	B

* Military Analysis Course	IT	1014712	I	S
* Military Analysis Survey — Mgt. Training For DF	IT	1015366	I	S

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Modeling & Simulation Course	IT	1015455	I	S
National Warnings Course	IT	1015365	I	S
* New Analyst Course	IT	1013884	I	S
Nomad2 Application Development	ISC	1014061	C	G
Nomad2 Procedures	ISC	1015451	C	G
Nomad2 Screens	ISC	1015455	C	G
Office Automation Seminar	ISC	1012032	C	S
Operational Records I	IT	1012045	O	S
Operational Records II	IT	1012046	O	S

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Operations Orientation for Spouses	CID	1005176	O	O	
<i>Overseas Orientation Course - yes, but put of new</i>	IT	1010129	C	O	
Performance Appraisal Workshop	MAT	1008678	C	M	SS
** Personal Transitions	MAT	1015477	C	O	
<i>Priority Targets + Issues</i>	CTD				
Professional Men's Crs: Gender-Based Awareness	MAT	1015478	C	B	
Professional Woman's Course	MAT	1012289	C	B	
* Production - 1005170					
Program on Creative Management	MAT	1005170	C	M	
Proofreading	MAT	1012179	C	GS	
RAMIS Report Writing I	ISC	1012218	C	GS	
RAMIS Report Writing II	ISC	1012280	C	GS	
** Re-entering the Work Force	MAT	1015492	C	B	
Reading Improvement	MAT	1012052			
Realizing the Potential of Agency Women	MAT/EEO	1014137	C	B	
* Records for Agency Personnel	IT	1012276	C	SS	25X1
Risk of Capture Course - <i>yes, but put of new curriculum</i>	IT	1012055	C	SS	
Role of the Secretary in an Automated Office	MAT	1015442	C	B	
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SAFE	ISC	1013339	I	SS	
SAFE Delivery 2	ISC	1015479			
SAFE Transition	ISC	1015480			
* Scientific Wpns Intel for the Ops Officer	IT	1005166	O	SS	
Script	ISC	1010115	C	GS	

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** Secretarial Certification Workshop	MAT	1015481	C	G
Security Information Management System	ISC	1014616	A	S
Selection Interviewing Workshop	MAT	1012363	A	G
Seminar on Intelligence Analysis	IT	1005164	H	S
* Seminar on the Producer/Consumer Relationship	IT	1008667	H	S
* Seminar on Revolution in Latin America	IT	1015364	C	S
* Soviet Realities Course	IT	1012041	LC	C
[Redacted]				
Statistics Using SAS	ISC	1015482	C	G
* Stress Management	MAT	1015483	C	G
* Supervision of Analysis <i>(part of super training for BE)</i>	IT	1012078	H	S
Supervisor-Secretary/A Management Team (The)	MAT	1015484	C	M G
Supervisory Skills for Secretaries & Admin Assts	MAT	1015485	C	M
Survey of Intelligence Collection Systems	IT	1008979	H	S
* Survey of Intelligence Information Systems	ISC	1005157	IC	B
Telegraph	ISC	1015486	C	GS
** Telephone Techniques	MAT	1015487	C	GS
* Time Management	MAT	1015448	C	GS
Travel/Class B Techniques	MAT	1015488	A	SS
** Typing for Speed and Accuracy	MAT	1015489	C	GS
Urban Awareness	MAT	1012290	C	B
* USSR Country Survey <i>-(part of signal presentation)</i>	IT	1005154	C	SS
Wang Basic	ISC	1015488	C	GS
Women in the Workforce	MAT	1015444	C	B
Word Processing for Instructors	ISC	1012286	C	GS

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** Working in Washington for CIA	MAT	1015490	C	0
Writing JCL	ISC	1012283	C	65
Xedit Training Course	ISC	1014141	C	65

* Course ending with July 84 running

** Proposed for FY-85

revised 7/5/84 LAG

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